

**CITY OF MADRAS
COMMUNITY DEVELOPMENT DEPARTMENT**

**MASTER PLANNED DEVELOPMENT
APPLICATION**

To be accompanied by a Master Plan Map and Letter of Authorization, if applicable.

- Residential
- Commercial
- Industrial

OFFICE USE ONLY	
FILE # _____	FEE \$ _____
ZONING DISTRICT _____	
RECEIPT # _____	
DATE RECEIVED _____	

The review process of a master planned development generally consists of three steps, any of which may be pursued concurrently or consecutively. The first step is approval of the master development plan. The second step is the implementation of the master development plan through the land division review process. The third step is site plan or similar development and design review as applicable under MDC 18.40.020. The applicability of these steps and the extent of the review will depend on the nature of the master planned development proposed. Unless the site is fully site plan approved for a single use, a master development plan is required prior to dividing or otherwise developing any site five acres or greater for nonresidential and mixed-use developments, 10 acres or greater for residential developments, or any development proposing twelve (12) or more townhomes. In addition, a developer may voluntarily seek a master development plan for any property or group of contiguous properties two acres in size or greater or any development containing townhomes.

Please answer the questions as completely as possible.



Legal Description of the Subject Property:

Township _____ Range _____ Section _____ Tax Lot _____

Property street address _____

Value of Project _____

I have examined all statements and information contained herein, and all attached exhibits, and to the best of my knowledge and belief, they are true and correct. I authorize the City of Madras staff, Hearing's Officers and Planning Commissioners to enter property for inspection of the site in conjunction with this land use application

APPLICANT

Printed Name _____

Signature: _____ Date: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

PROPERTY OWNER (if different from Applicant):

Printed Name _____

Signature: _____ Date: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

1. Please describe your proposal with as much detail as possible:

2. Are you proposing to rearrange or change the underlying zoning as part of the master development plan application? _____. If yes, please explain _____

3. Are you proposing modifications to otherwise applicable standards for development within the master planned development? _____. If yes, please explain _____

4. Is there a residence or residences on this property? _____

If yes, list the number of residences and please show these structures on your site plan map. _____

Will the residential use of these structures continue? _____

If so, who will occupy these residences? _____

5. Availability of services: City water _____ City sewer _____

6. What percentage of the property is currently landscaped? _____

7. How do you intend to irrigate the landscaping? _____
8. Please explain how you propose to provide for the drainage of this property or explain why no additional drainage consideration is necessary. _____

9. Please provide the type of development and zoning on the adjacent properties.
- North: _____
- South: _____
- East: _____
- West: _____

**If off-street parking is to be provided on another property,
please attach a copy of the parking easement or agreement from the property owner.**

PLEASE UNDERSTAND THAT THIS APPLICATION WILL NOT BE OFFICIALLY
ACCEPTED UNTIL DEPARTMENT STAFF HAS DETERMINED THAT THE
APPLICATION IS COMPLETELY FILLED OUT AND THE MAP REQUIREMENTS HAVE
BEEN COMPLETED.

Return Application To:

City of Madras
Community Development Department
125 SW 'E' Street
Madras, Oregon 97741
Phone: 541-475-2344
Fax: 541-475-3959

MAP INSTRUCTIONS AND CHECKLIST

The following checklist identifies the specific information which should be included. Note: additional information may be required depending on the actual project.

- A title report that includes a legal description of the master planned development.
- An existing conditions map depicting the topographic character of the land and any important natural features of the site, including without limitation streams, rivers, wetlands, trees over six inches DBH, and rock outcroppings.
- A schematic depiction of the master planned development that includes types and general locations of proposed uses, character, and overall range of density of the development, proposed roadways, parks/open spaces, pedestrian or recreational amenities, utility connections, and other information necessary to convey the concept of the overall master planned development.
- Provide a vicinity map "to scale" on 8 ½ x 11 or 8 ½ x 14 inch white paper showing the relationship of the proposed master planned development to adjoining developments, streets, storm drainage, sewer, water, and utility services.
- Township, Range, Section and Tax Lot number of the subject property (ies) shall be included.
- A street plan that includes the location, width, and design of streets, and the relationship of streets to any existing or proposed streets as shown in the City's transportation system plan.
- North arrow, date, and map scale in one inch intervals (1" = 20') shall be noted.
- A traffic study which addresses impacts of the buildout of each phase of the master development plan on affected County, City, and state road systems, and transportation improvements necessary to mitigate any such impacts (including suggested timing for construction of mitigating improvements).
- An estimated development phasing schedule indicating:
 - a) The approximate date when construction of the project can be expected to begin; and
 - b) The phases in which the project is expected to be built, including estimated dates of construction for each phase.
- A narrative setting forth the applicable approval criteria with discussion supported by evidence included in the submittal of how the proposal satisfies each applicable approval criterion.
 - a) Any reconfiguration of the zoning if proposed. A zone change may be required to achieve desired configuration.
 - b) Alternative design review standards if proposed.
 - c) Proposed development regulations if different from the regulations in the underlying zones or specific use.
- Provide a Title Report verifying ownership.
- Illustrate all existing buildings and their sizes.
- The site plan shall be drawn to scale and shall indicate the following:
 - a) Location, size, and height of all existing or proposed structures.
 - b) Location, size, and dimension of existing and proposed setbacks, and all spaces between buildings.
 - c) Adjoining street and right-of-ways.
 - d) Points of access and circulation patterns, loading and maneuvering spaces.
 - e) Off-street parking; showing location of parking areas, number of parking

- spaces including handicap parking, and type of surface.
 - f) Sidewalks, patios, courtyards, and decks.
 - g) Storm drainage system, including but not limited to, draining and grading plan, existing topography, and elevations.
 - h) Fences, screens, and retaining walls, including heights and materials.
 - i) Existing utilities (i.e. electric, gas, power lines).
 - j) Exterior lighting (show location and general nature).
 - k) Sanitary sewer system or location of septic tank and drainfield (if still using and not connected to city sewer), and the distance the lot is from the nearest sewer connection.
 - l) Water supply (showing size of main, water flow and size of water line).
 - m) Location of existing and, if any, proposed fire hydrants with size and flow data.
 - n) Identify any existing or proposed easements.
 - o) Proposed public improvements.
 - p) Sign (if existing, location and size). Any new or sign alteration will require a sign application to be submitted to the Community Development Department for approval.
 - q) Give intended type of occupancy for the structure (i.e. assembly, educational, manufacturing, processing, storage and type of contents).
 - r) List all existing or proposed conditions that could be hazardous to life and property from fire or explosion (i.e. storage of: liquefied petroleum gas, flammable or combustible liquids, explosives and blasting agents).
- Provide Building Elevations; five full sized copies of each and one reduced (8.5x11 or 11x17) copy of each.
- Provide a Landscaping Irrigation Plan where the minimum percent (%) of the total lot area shall be landscaped according to MDC 18.25.170:
- a) For Residential Zones:
 - i. Landscaping is required on the front and side portions of the lot adjacent to the dwelling or structure. The developer is required to put up security in an amount established by the City's fee schedule to the Finance Department for landscaping prior to obtaining the building permit for the dwelling or structure. Once the landscaping has been completed, the Finance Department shall release the bond back to the developer. The developer has one year from the date of final inspection to complete landscaping the lot.
 - ii. Manufactured Dwelling Parks: Landscaping within manufactured dwelling parks shall comply with the applicable provisions of MDC 18.30.030.
 - iii. Townhomes: Landscaping for townhome developments shall comply with the applicable provisions of MDC 18.30.191.
 - iv. Cottage Cluster: Landscaping for cottage cluster developments shall comply with the applicable provisions of MDC 18.30.192.
 - b) For Commercial/Industrial/Institutional/Other Nonresidential Zones:
 - i. At least seven percent (7%) of the parking lot area shall be landscaped. Trees shall be planted at a ratio of one tree per ten (10) parking spaces to achieve a canopy effect over fifty percent (50%) of the lot area.
 - ii. Landscape buffers are required between parking areas and streets and shall have a minimum width of three (3') feet.
 - iii. Landscape buffers between parking abutting a property line shall have a minimum width of three (3') feet.
 - iv. Front or exterior yard landscaping may not be submitted for the interior

- landscaping required for interior parking stalls.
- v. There shall be a minimum distance of five feet (5') between parking areas and adjacent residential lots.
- vi. Landscape buffers shall consist of evergreens, ground cover and shrubs mixed with a variety of flowering and deciduous plant species of trees and shrubs.
- vii. Landscaping in a parking or loading area shall have a width of not less than five feet (5'). Landscaping in a parking lot or loading area shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area.
- b) Landscaping shall be continuously maintained and replaced as necessary.
- Provide an Open Space Plan:
 - a) At least eight percent (8%) of the gross acreage of a residential master planned development and five percent (5%) of the gross acreage of a nonresidential master planned development must be open space. Notwithstanding the foregoing, no open space is required for an industrial master planned development (i.e., entirely located within the I, MUE, or LLI zones). If a mixed-use master planned development is proposed, the foregoing open space requirement will apply but the total amount of required open space will be proportionate to the acreage of each use category (based on zoning) in the proposed master planned development (i.e., eight percent (8%) of residential gross acreage plus five percent (5%) of nonresidential/nonindustrial gross acreage). Required landscaping on individual lots, planter strips along rights-of-way, and similar areas is not considered open space.
- Provide three copies of the floor plan for each building, plus one reduced (8.5 x 11 or 11x17). Include the class of construction.
- Identify the location and direction of all water courses and drainage ways, as well as the location of the 100- year floodplain, if applicable.
- Illustrate all proposed new construction with dashed lines (include dimensions).
- Provide a Trip Generation statement prepared by a professional transportation planner or equivalent. Note if more than 200 ADT result (or at the discretion of the City Engineer), a Traffic Impact Study may be required.
- Illustrate the existing or proposed location, height, material and color of all fences and walls.
- Illustrate existing or proposed trash and garbage container locations, including screening.
- Illustrate drainage plans. Surface drainage shall be contained on-site.